CITY OF BYRAM
AGENDA FOR THE REGULAR WORK SESSION OF THE MAYOR AND BOARD OF ALDERMEN
MONDAY, SEPTEMBER 9, 2024, 6:30 PM
City Hall: 5901 Terry Road, Byram, MS

1. Welcome and Call to Order

2. Roll Call

3. Presented Items

(a) Discussion of travel policy definitions page to be added to current travel policy

(b) Discussion of protocol for appointing and hiring department heads and interim department heads

(c) Discussion of Made In Mississippi Community Partnership Agreement

(d) Discussion of 9/12/24 agenda

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: September 9, 2024 AGENDA ITEM NO: 3.a

FOR: Discussion of travel policy definitions page to be added to current travel policy

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name
Travel Policy with definitions page added Sept. 2024.pdf

Definitions

Authorized and Documented Expenses: meal and mileage reimbursement for official city business travel outside of the Greater Jackson Metropolitan Area that is pre-approved by the relevant Department Heads and the Board of Aldermen and supported by itemized receipts.

Greater Jackson Metropolitan Area: as it is defined in the existing travel policy, includes the municipalities of Jackson, Brandon, Clinton, Florence, Flowood, Madison, Pearl, Raymond, Richland, Ridgeland, and Terry. No meals or mileage will be authorized for reimbursement.

Itemized Receipt: a receipt showing restaurant or store name, date and time, and specific food and drink items purchased.

Meal Reimbursement: per Section 106, Section 115, and Section 124 of the State Travel Policy, reimbursement of actual cost of meals when an employee is traveling on Official City Business. Meals are reimbursed based on actual cost as shown on an itemized receipt, including tax, and tip not to exceed 20% of the meal amount, not to exceed the maximum daily reimbursement for the location of travel as set by the Department of Finance and Administration. Meals shall not be claimed as expenses if the meals are included in the conference registration fee. Alcoholic beverages are not reimbursable.

Mileage Reimbursement: the rate set forth per Section 25-3-41, Mississippi Code of 1972, which states: "when any officer or employee of the State of Mississippi, or any department, agency or institution thereof, after first being duly authorized, is required to travel in the performance of his official duties, the officer or employee shall receive as expenses for each mile actually and necessarily traveled, when that travel is done by a privately owned automobile or other privately owned motor vehicle, the mileage rate allowable to federal employees for the use of a privately owned vehicle while on official travel." The current reimbursement rate may be found at http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-andcontracting/travel/. As stated in Section 109 and Section 124 of the State Travel Policy, the State does not reimburse private vehicle mileage for optional travel.

Miscellaneous Charges – Baggage: as stated in the Travel Policy, a reasonable tip for baggage handling is defined as $1.00 per bag and is only reimbursed for the employee, not for additional travelers

Miscellaneous Charges - Hotel/Airport Parking – Valet: as stated in the Travel Policy, an average tip for valet parking is $2.00 and is only reimbursed at the hotel at which the employee is staying.

Official City Business/Official City Business Travel/Official Travel: duly authorized attendance at a conference, meeting or seminar in the performance of the employee's job duties or furtherance of their education as required by their position with the City.

Optional Travel: travel that is at the discretion of the employee, not mandated by the employer, away from the location of the conference, meeting or seminar venue. Mileage will not be reimbursed for travel away from the conference location, for shopping, dining out or socializing. As stated in Section 109 and Section 124 of the State Travel Policy, the State does not reimburse private vehicle mileage for optional travel.

Regular Place of Work: defined in the Definitions section of the State Travel Policy as the city, town or other location at which the state employee works or performs services on a regular basis as determined by the entity head. Mileage is not reimbursed between any place of work and home.

Mission Statement

The purpose of this Travel Policy is to outline general policies and procedures to allow reasonable guidance for travelers and administrators.

It is up to the Department Head to determine if the potential benefits of the Conference/Trip justify the time and expense involved after considering cost-effective alternatives, such as video or teleconferencing.

An employee traveling on official city business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request air, train, bus, hotel and vehicle rental reservations as far in advance as possible and shall utilize the lowest logical rate available.

Whether by public transportation, privately-owned vehicle or city-owned vehicle, reimbursement shall be made for the most direct practical route. The least expensive method of transportation shall be used.

Travel Advances under MS Code 25-3-41 the Municipality has the authority to give advances that can only be used for travel related purposes. This money may not be used for personal expenses or for any purpose other than the actual expenses listed on the Estimated Travel Advance Form and has been approved for the authorized travel.

An Estimated Travel Advance Form must be filled out for each individual traveling.

Account for Travel Advances all employees must fill out a City of Byram Return From Travel Form within five (5) working days after returning to work. This is to be done regardless whether money is owed back to the city or not.

A. All travel advance money not used for travel related expenses is repaid to the municipality.
B. The Return From Travel Form is completed and submitted. This form should account for all money not refunded.
C. Actual receipts are provided for all travel expenses.

In-State/Out-Of-State Conferences requires an Estimated Travel Expense Form to be completed and approved by the Department Head. Then the Estimated Travel Expense Form is to be placed on the agenda for approval by the Board of Alderman and recorded in the official minutes. This must be done before an employee attends any convention, association or meeting in order for expenses to be reimbursed.

For the Mayor and Aldermen attendance at Conferences/Meetings held within the “Greater Jackson Metropolitan Area” will be preapproved for “Registration Fees” ONLY. The “Greater Jackson Metropolitan Area” will include the municipalities of Jackson, Brandon, Clinton, Florence, Flowood, Madison, Pearl, Raymond, Richland, Ridgeland, and Terry. No meals or mileage will be authorized for reimbursement.

City-Owned Vehicle A City of Byram vehicle shall always be used for official city business travel. Documentation is required if a city vehicle is unavailable. Actual operating expenses incurred in the use of city-owned vehicle for official travel will be reimbursed on presentation of receipts for gasoline and oil. No mileage reimbursement shall be made for state-owned vehicle use.

Private Vehicle
Reimbursement for the use of a personal vehicle for official city business travel is based on actual miles traveled and will be at the rate that the City of Byram officials have adopted. The current reimbursement rate as of February 23, 2023 is $ .655 per mile. In the event, an employee chooses to use a personal vehicle when a city vehicle is available the reimbursement rate will be $.22 per mile. When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed. The person claiming reimbursement shall report the names of other city employee passengers.

Conference Hotels
When hotel rooms are blocked for a conference, seminar, etc., and a special discounted hotel rate provided, the employee should go directly to the hotel to obtain lodging. The employee has the responsibility to find out if prepayment and tax exemption is available. If available, the necessary information (address and any other requirement) needs to be listed on the Estimated Travel Advance Form.

General Lodging Information
Primary responsibility for the reasonableness of amounts charged rests with the Department Head or his designee. "Government rates" must always be requested by all travelers and the rate confirmed both at the time reservations are made and at check-in. If lodging is within the state of Mississippi, "state rates" should be asked for rather than "government rates." Since hotels charge for unkempt reservations, changes in travel plans must be communicated to the hotel as soon as possible. These charges will **not be reimbursed** if the traveler has been negligent in canceling reservations, or if the change is due to a personal decision after the deadline for cancellations. **Exceptions may be made for emergencies beyond the employee's control.

Conference Meals
Meals shall not be claimed as a separate item of expense on the Estimated Travel Advance Form when included in the conference registration fee. If special circumstances exist, for example, a food allergy prohibiting one from eating the meal provided, an exception will be made if noted by the employee and signed by the Department Head and reimbursement will be provided for that meal. Fees charged for attending the official meetings of a convention or seminar where the meeting includes a meal which causes the employee to exceed the daily maximum meal allowance will be reimbursed if supported by a receipt from convention officials. The meal reimbursement rate shall be paid at the rate for the conference city location.
*Alcoholic beverages are not reimbursable.

General Meal Information
Employees of the City of Byram shall be reimbursed the actual cost of meals as noted on itemized receipts incident to official travel. Total travel meal receipts shall not exceed the total meal reimbursement allocated for the number of travel days according to the maximums for the specific location of assignment. The amount allowed for individual meals when traveling within the continental United States (including Alaska) shall not exceed the maximum reimbursement rate listed at https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-

purchasing-and-contracting/travel/ . A current listing can also be found with the City Purchasing Agent. The State has 4 reimbursement rates but the City of Byram will only use the first 3 rates for calculations. If you cannot find the city you are looking for, locate the county and use the amount listed. If neither the city nor county is listed, the maximum state reimbursement rate is $46.00 per day (as of February, 2014).

Example:	$46.00 X 2 days travel	= $92.00
	Day 1 receipts	= $30.00
	Day 2 receipts	= $50.00
	Total Meal Reimbursement	= $80.00

*Alcoholic beverages are not reimbursable.

Meal tips should be included in the actual meal expense unless the inclusion of the tips would cause the meals to exceed the maximum daily limitations placed on meals by the Department of Finance and Administration. If the daily limitation would be exceeded, the employee is allowed to record meal tips for each day under other authorized business expenses. Total meal tips shall not exceed 20% of the maximum daily meal reimbursement.

Phone Charges, Postage, and Other Expenses

Phone calls, postage, and other expenses included in the "other expenses" column must be described and then certified at the bottom of the Return From Travel Form by the employee that they are for valid business expenses. The employee's signature on the Return From Travel Form qualifies as such certification. Phone calls itemized on a hotel bill should be circled and indication made if they were for business, or deducted and not claimed if they were personal calls. Calls home are considered personal expenses and are not reimbursable. Calls to the office to check voice mail are reimbursable.

Taxi Fares

Fares for taxis or airport transportation services are to be listed under “other expenses”. If the cost is in excess of $10.00 it is required that the receipt for that service to be the attached to the Return From Travel Form. The city does not reimburse taxi fares for **optional** travel to/from restaurants.

Miscellaneous Charges

A. Baggage Handling
   Reasonable charges will be allowed without receipt. Reasonable is usually defined as $1 per bag for each level of handling.
   Airport Counter: Charges for baggage at check-in may vary per airline. These charges are allowable and will be reimbursed. A receipt is required for charges in excess of $10.00.
B. Hotel/Airport Parking
   For charges in excess of $10.00/day, receipts are required.
   Valet: The average tip for valet parking is $2.00. The city does not reimburse for any other valet services except at a hotel.

Travel Practices not listed in the Travel Policy will be in accordance with MS Department of Finance & Administration, State Travel Policy Rules & Regulations.

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: September 9, 2024 AGENDA ITEM NO: 3.b

FOR: Discussion of protocol for appointing and hiring department heads and interim department heads

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name
Interim and Dept Head hiring protocol.pdf

Proposed Resolution - Appointments.pdf

DEPARTMENT HEAD and INTERIM DEPARTMENT HEAD HIRING PROTOCOL

In the event of a vacancy in a Department Head position within the City of Byram, the following hiring protocol shall be observed:

Interims:

If the position is to be temporarily filled by an Interim Department Head, a recommendation for an Interim shall be made by the Mayor or member of the Board of Aldermen and voted on at the next Board Meeting following the vacancy or retirement of a Department Head.

The Department Head interim appointment may be for up to, but not to exceed ninety (90) days, as stated in Miss. Code Ann. § 21-15-41.

Hiring Process and Appointment of Department Head:

A Hiring Committee of not less than five people, no more than three of which shall be Aldermen, shall be established at the first Board Meeting after the vacancy announcement.

The open position shall be advertised and applications taken for at least fifteen business days after the vacancy announcement. The Human Resource Officer shall submit a list of initial phone interview questions to the Hiring Committee for approval.

All applications shall be submitted to the Hiring Committee, who will determine which applicants are to be interviewed by phone by the Human Resources Officer. The results of the initial phone interviews shall be returned to the Hiring Committee for review, after which the Hiring Committee shall select which applicants should be called back for in-person interviews.

The Human Resource Officer shall set up interview appointments, which will be conducted and scored by the Hiring Committee. The Human Resource Officer shall tally the score sheets and return to the Hiring Committee for review. The Hiring Committee shall make a recommendation to hire the Department Head at the next Board Meeting based on the results of the interview process.

RESOLUTION

A RESOLUTION REGARDING THE HIRING AND APPOINTMENT OF A DEPARTMENT HEAD TO A PERMANENT OR INTERIM POSITION.

WHEREAS, the City of Byram, Mississippi (the "City") operates a Code Charter form of municipal government under Mississippi Code § 21-3-1 *et seq.*;

WHEREAS, the City's governing authorities, which constitute the Mayor and Board of Aldermen in a Code Charter municipality, hold the appointment authority of a person to a municipal position in either an interim or permanent position and prescribes the duties and fixes the compensation of all such employees;

WHEREAS, all employees so appointed shall hold office at the pleasure of the governing authorities and may be discharged by such governing authorities at any time, either with or without cause;

WHEREAS, the terms of office or employment of employees so appointed shall expire at the expiration of the term of office of the governing authorities making the appointment, unless such employee shall have been sooner discharged or the position otherwise vacated; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMAN OF THE CITY OF BYRAM, MISSISSIPPI, AS FOLLOWS:

Section 1 - Procedure. When a municipal position is vacated during the term of the governing authorities, the governing authorities endeavor to fill the vacant position in a timely manner. Upon vacancy, a recommendation for appointment of a person to the municipal position may be made to the governing authorities by the Mayor, an individual Board member, or department head. The governing authorities may consider the recommendation(s) and choose either to follow or not follow.

Section 2 - Appointment. Upon recommendation or otherwise, the Board of Aldermen may appoint a qualified person, subject to the Mayor's veto, to the municipal position to serve in either an interim or permanent capacity. An interim appointment may not exceed ninety (90) days and no municipal funds may be expended thereafter to compensate the person serving in the interim appointment, in accordance with Mississippi Code § 21-15-41. A permanent appointment shall expire at the expiration of the term of office of the governing authorities making the appointment, unless such employee shall have been sooner discharged or the position otherwise vacated, in accordance with Mississippi Code § 21-3-5.

Section 3 - Interim Appointment. If an interim appointment is made, the City may continue to receive and consider applications for permanent appointment.

Section 4 - Permanent Appointment. If a permanent appointment is made, the City will aim to review the employee's work performance within ninety (90) days.

Section 5 - Effective Date: This Resolution shall take effect immediately upon its passage.

Following the reading of the foregoing resolution and discussion thereof, Alderperson ______________________________ moved and Alderperson ________________________________ seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Alderman Erma Johnson	voted: ___________
Alderman Diandra Hosey	voted: ___________
Alderman Robert Amos	voted: ___________
Alderman Teresa Mack	voted: ___________
Alderman Roschelle Gibson	voted: ___________
Alderman David Moore	voted: ___________
Alderman Roshunda Harris-Allen	voted: ___________

The motion having received the affirmative vote of a majority of the members present, the Mayor declared the motion carried and the resolution adopted this day, _____________________, 2024.

City of Byram, Mississippi

____
Mayor Richard White

(seal)

____
Angela Richburg, City Clerk

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: September 9, 2024 AGENDA ITEM NO: 3.c

FOR: Discussion of Made In Mississippi Community Partnership Agreement

INTRODUCED BY: Angela Richburg, City Clerk

NOTES:
The following are answers to the questions I emailed in:

1. *It says _______ is willing to trade ______ membership. What does this mean?*

This is more for Chambers of commerce who trade a chamber membership/sponsorship level (and in exchange we create a video for that Chamber.) Cities obviously don't have "memberships". But a great example of partnering with a city is Hernando. We are working very closely with Gia Matheny, City of Hernando's Community and Economic Development Director. She is promoting our videos (Both community videos and the individual business videos) on both their app, website, and social media... ensuring that the videos are promoted throughout the business community. In addition, we are partnering with them to do their red carpet premiere at the state of the city address in November.

2. *Please give me more info about what a Red Carpet Event would entail.*

We are working with each community and either chamber of commerce or city to do a red carpet premiere to feature the "big reveal" of the community's new video. In Vicksburg, we are holding the event at the Jackson Street Gallery at The Mulberry of Vicksburg. It's cocktail attire and several sponsors have come together to help us sponsor the food, wine and of course enjoy the fine art at the art gallery. In Olive Branch, we are working with the Chamber of Commerce. They are having the first inaugural "Business Summit" which includes a day of workshops and classes, followed in the evening with a "business after hours" professional networking event. We will be doing the Red Carpet Premiere at the business after hours session. The Red Carpet Premiere is to focus on the "unveiling" of the new community video, and we also find ways to play all the exclusive sponsor videos on a loop on TVs or monitors available. We also set up a Made in Mississippi Step and Repeat backdrop that includes a red carpet and the gold and red stanchions. Great for photo ops! We will be posting all our events on MadeinMississippi.com. In addition, we will post on social media, and give access for attendees to find any pictures including themselves for them to share on their personal and business social media platforms. It's a great way to bring attention to the project in each community and a way to promote the community and sponsor videos.

ATTACHMENTS:

File Name
Made in Mississippi Community Partnership Agreement.pdf

COMMUNITY PARTNERSHIP AGREEMENT

MADE IN MISSISSIPPI
A Subsidiary of East & Leake Consulting Group, LLC
105 East Leake Street, Clinton, MS
601-339-6322 | info@madeinmississippi.com

This Community Partnership Agreement ("Agreement") is made and entered into on_______by and between ______________________ and Made In Mississippi, collectively referred to as the "Partners."

1. Purpose of Partnership: The Partners agree to collaborate and work together to promote a complimentary promotional video for the ____.
Your Organization will receive **two complimentary 30-second videos or One 60 second video** to promote a new development, encourage membership, etc.

New in 2024! If a community partner chooses to host a Made in Mississippi Red Carpet event, the partner agrees to combine resources to plan the "BIG REVEAL" to showcase their new community videos and/or exclusive business videos. This will be in conjunction with the community video release on MadeInMississippi.com. **Would you like to partner for a Red Carpet Event?**

2. Roles and Responsibilities: Partner shall have specific roles and responsibilities as outlined below:

______________________is willing to assist Made In Mississippi with organizing & setting appointments for the **community video shoot** (for example, the people, places, and points of interest to be featured in the community video.

__________________________is willing to trade _____________Membership. In addition, they will recognize Made In Mississippi as a community partner. This is not an endorsement. This is a mutually beneficial partnership to work together to achieve a common goal of promoting the communities you serve and the state of Mississippi. Each partner will be willing to recognize Made in Mississippi along with all standard methods of recognizing new members/partners/vendors in your organization.

X Made In Mississippi will be responsible for producing a video and giving the organization full rights to use the video as they choose (websites, social media, etc.).

X Upon request, Made In Mississippi will release any B-roll footage to provide the organization with content needed to update their websites, etc.

X Upon request, Made in Mississippi is willing to do an educational "Lunch and Learn" program. Made In Mississippi and their sister company, Main Street Media, is happy to help educate members how to maximize the neverending updates and changes needed to effectively utilize online multimedia advertising, branding, entrepreneurship... and much more!

MADE IN MISSISSIPPI
A Subsidiary of East & Leake Consulting Group, LLC
105 East Leake Street, Clinton, MS
601-339-6322 | info@madeinmississippi.com

3. Duration of Partnership: This partnership shall commence on 7-10-2024 and shall continue for one year or until terminated by either Partner or by mutual agreement. **Partner Initials:** ______

4. Communication and Collaboration: The Partners shall maintain open and regular communication to ensure effective collaboration. They shall share information, resources, and coordinate efforts to achieve the partnership's objectives. **Partner Initials:** ______

5. Resource Sharing: The Partners may share resources, including but not limited to, facilities, equipment, expertise, partnerships and funding, as mutually agreed upon. **Partner Initials:** ______

6. Evaluation and Review: The Partners shall periodically evaluate the progress and effectiveness of the partnership, and make necessary adjustments or improvements as needed. **Partner Initials:** ______

7. Publicity and Promotion: Upon execution of this agreement, Both Partners may promote the partnership and its activities through appropriate channels, with mutual agreement on messaging and branding. **Partner Initials:** ______

8. Partnership Grants or Scholarship programs: In some cases, our partners are willing to use grant money, etc. to do a scholarship fund, or matching funds, for businesses in the community. **Is this something you would like to offer?** ___Yes ___No

I agree to the above terms and conditions:

______________________________	______________________________
Name of Person representing Partner	Name of Person representing Made In Mississippi
______________________________	______________________________
Organization Title, Name of Organization	Representative's Title
Signature: ______________________	Signature: ______________________
Date: __________	Date: __________

<u>CITY OF BYRAM AGENDA ITEM FACT SHEET</u>

BOARD MEETING DATE: September 9, 2024 AGENDA ITEM NO: 3.d

FOR: Discussion of 9/12/24 agenda

INTRODUCED BY: Angela Richburg, City Clerk
